

Completing the Online Healthy Food Certification (HFC) Compliance Form

All HFC districts must complete the online HFC Compliance Form by **November 30, 2019**. The link to the online HFC Compliance Form is available in the “[Documents/Forms](#)” section of the Connecticut State Department of Education’s (CSDE) HFC webpage.

This form takes about 15 minutes to complete, depending on the type and amount of the district’s food and beverage sales and if the required information has been collected in advance. Before completing the online form, preview the guidance and questions in the CSDE’s handout, [Preview of HFC Compliance Form](#), and gather the information noted below in “Information Needed before You Begin.”

The bar at the top of the webpage shows your progress as you answer each question. If you need to quit the form before you are done, you can return at any time to continue where you left off. When you have successfully submitted the form, you will see the following message:

“Thank you for completing this year’s online HFC Compliance Documentation Survey. If your district is required to submit lists of foods and beverages, please be sure to e-mail them to the CSDE by **November 30**, following the instructions outlined in this survey and in the CSDE’s handout, [Guidance for Healthy Food Certification Documentation](#).

The review process will take some time. The CSDE will notify you if additional information is needed. You will receive an e-mail when the review is complete and your district’s HFC documentation is approved”

When you see this message, submission is complete and you **cannot** return to the form.

Information Needed Before You Begin

1. **Sponsor agreement number:** This is the five-digit number on your online agreement for Child Nutrition Programs, located in the Online Application and Claiming System for Connecticut Child Nutrition Programs ([CNP System](#)).
2. **Name of district’s designated HFC contact person:** This is the person designated by the district as the contact person for HFC in “Section 6: HFC District Contact Information” of the district’s annual HFC Statement in the [CNP System](#).

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3. **Beverage exemptions:** Does your district allow beverage exemptions? If so, do the exemptions apply to all beverages and all events or only some beverages and some events? This can be determined by reviewing the **minutes** from the board meeting where beverage exemptions were approved, or **district policy** that addresses beverage exemptions. Beverage exemptions are **not** part of the district's annual HFC Statement; the district must vote separately to allow them. Some districts vote on whether to allow beverage exemptions at the same time as the votes on HFC participation and food exemptions.

Beverage exemptions allow beverages that do not meet the state beverage requirements to be sold under certain conditions specified by [Section 10-221q](#) of the Connecticut General Statutes. Beverage exemptions are only allowed if the board of education votes to approve them, and the beverages are sold at the location of an event held after the school day or on the weekend, but not from a vending machine or school store. For more information on beverage exemptions, see the CSDE's handout, *Exemptions for Foods and Beverages in Public Schools*.

4. **Food exemptions:** Does your district allow food exemptions? If so, do the exemptions apply to all foods and all events or only some foods and some events? This can be determined by reviewing **"Section 3: Exemption Statement"** of the district's annual HFC Statement in the [CNP System](#), or the **minutes** from the board meeting where HFC was approved.

Food exemptions allow foods that do not meet the Connecticut Nutrition Standards (CNS) to be sold under certain conditions specified by [Section 10-215f](#) of the Connecticut General Statutes. Food exemptions are only allowed if the board of education votes to approve them and foods are sold at the location of an event held after the school day or on the weekend, but not from a vending machine or school store. For more information on food exemptions, see the CSDE's handout, *Exemptions for Foods and Beverages in Public Schools*.

5. **Cafeteria sales:** What foods (commercially prepared and school-made) are sold to students separately from reimbursable meals (i.e., all a la carte sales)? What beverages are sold to students separately from and as part of reimbursable meals? Is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable foods and beverages? If school-made foods are sold a la carte, how do you determine that they meet the CNS? Have you completed a nutrient analysis for each recipe and completed the appropriate CNS worksheet to indicate that the recipe's serving complies with the CNS? **Note:** The CNS worksheets are available in the ["Documents/Forms"](#) section of the CSDE's CNS webpage.

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6. **Vending machines:** How many vending machines are accessible to students in all district schools? Do they sell beverages, foods, or both? Is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable foods and beverages?
7. **School stores:** How many school stores are in the district's schools? Do they sell beverages, foods, or both? For purchased foods, is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable foods and beverages? If school-made foods are sold, how do you determine if they meet the CNS? Have you completed a **nutrient analysis** for each recipe and the **appropriate CNS worksheet** to indicate that the recipe's serving complies with the CNS? **Note:** The CNS worksheets are available in the "[Documents/Forms](#)" section of the CSDE's CNS webpage.
8. **Fundraisers:** What are the district's procedures to ensure that food and beverage fundraisers comply with HFC requirements? Do food and beverage fundraisers meet all HFC requirements? Are fundraisers only conducted after the school day or on the weekend, at the location of an event? Is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable foods and beverages?
9. **Other sources of food and beverage sales:** What other programs and organizations sell foods and beverages to students in the district? For purchased foods, is the CSDE's [List of Acceptable Foods and Beverages](#) webpage used to identify allowable foods and beverages? If school-made foods are sold, how do you determine if they meet the CNS? Have you completed a nutrient analysis for each recipe and the appropriate CNS worksheet to indicate that the recipe's serving complies with the CNS? **Note:** The CNS worksheets are available in the "[Documents/Forms](#)" section of the CSDE's CNS webpage.

Examples of other potential sources of food and beverage sales include:

- adult education programs operated by the board of education;
- afterschool enrichment or other programs that charge a fee for participation and the fee includes the cost of foods provided to students;
- culinary arts programs;
- family and consumer sciences classes;
- family resource centers;
- recipient schools under interschool agreements;
- Summer school programs (e.g., enrichment or exploratory) operated by board of education;
- Seamless Summer Option (National School Lunch Program) and Summer Food Service Programs operated by the board of education (*applies only if a la carte foods are sold*);
- sports programs that charge a fee for participation and the fee includes the cost of foods provided to students;

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- USDA Afterschool Snack Program (ASP) (all foods in the ASP must meet the CNS); and
- any other programs or organizations selling foods and beverages to students.

Resources

Completing the Online Healthy Food Certification Compliance Form:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/OnlineHFCForm.pdf>

Connecticut Competitive Foods Regulations:

<https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CTCompFoodRegulation.pdf>

Documentation Requirements for Healthy Food Certification (PowerPoint Presentation):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/HFCPresentationDocumentation.pdf>

Ensuring District Compliance with Healthy Food Certification:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/EnsureHFC.pdf>

Evaluating Foods for CNS Compliance (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/How-To>

Exemptions for Foods and Beverages in Public Schools:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/FBexemption.pdf>

Guidance for Healthy Food Certification Documentation.

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/GuidanceHFCDoc.pdf>

Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/EvalRecipe.pdf>

Healthy Food Certification Compliance Form for School Year 2019-20:

https://sde.ct.gov/qualtrics.com/jfe/form/SV_d6yTJcINNW4dqAZ

Healthy Food Certification Documentation Forms (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Documents>

Healthy Food Certification Documentation Survey for School Year 2019-20:

https://sde.ct.gov/qualtrics.com/jfe/form/SV_d6yTJcINNW4dqAZ

List of Acceptable Foods and Beverages:

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Online Application and Claiming System for Connecticut Child Nutrition Programs (CNP System):

<https://ct.cnpus.com/prod/Splash.aspx>

Preview of HFC Compliance Form:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/HFCsurveyPreview.pdf>

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Questions and Answers on Connecticut Statutes for School Foods and Beverages:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CTStatutesQA.pdf>

Requirements for Food and Beverage Fundraisers in HFC Public Schools.

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/FundraisersHFC.pdf>

Summary of Connecticut Nutrition Standards:

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/SummaryCNS.pdf>



For information on HFC, visit the Connecticut State Department of Education's [HFC](#) webpage or contact Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841, 860-807-2075, susan.fiore@ct.gov.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/OnlineHFCForm.pdf>.

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